

RE: REQUEST # 75-3318

24 OCTOBER 1975

ITEM TWELVE

COPY THREE
OF THREE

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3318
(121)

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 2

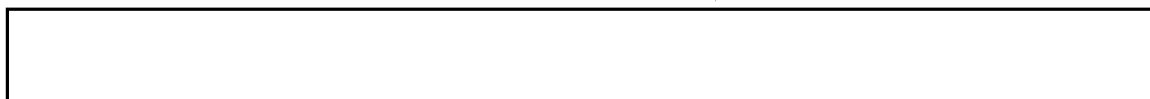
28 November 1967

CONTRACTS WITH UNIVERSITIES

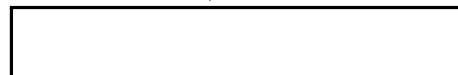
1. Agency contracting with universities and their nonprofit subsidiaries or research institutes must receive close coordination.

2. Therefore, all Contracting Officers, prior to the award of new contracts or task orders or extensions of any existing contracts or task orders (classified or unclassified), shall in brief memorandum form advise the Director of Logistics of the proposed action and receive approval before proceeding further.

3. Further, under presently existing or hereafter established unclassified university contracts, any correspondence with the university shall not disclose the Central Intelligence Agency as return addressee on outer envelopes. Instead, the Contracting Officer's true name and suitable post office box number shall be utilized.



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George E. Meloon
Director of Logistics

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(12)

25 AUG 1972

OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 60

Contracts with and Grants to Educational Institutions
and Related Institutes or Individuals

1. The purpose of this Note is to provide guidance on Agency contracting and grants with educational institutions and related contracting research institutes or individuals. Procurement Note No. 2 dated 28 November 1967 is hereby cancelled.
2. The Agency policy on award of contracts and grants to educational institutions is embodied in the White House Statement by the President dated 29 March 1967 releasing the Katzenbach Report. This Statement of Policy provides:

"No federal agency shall provide any covert financial assistance or support, direct or indirect, to any of the nation's educational or private voluntary organizations. This policy specifically applies to all foreign activities of such organizations and it reaffirms present policy with respect to their domestic activities."

[REDACTED] 25X1
[REDACTED] to be considered overt contracts even though the work or reports to be provided may be classified in nature. Agency contracts which are classified in association [REDACTED] are to be considered a covert relationship and shall be undertaken with an educational institution only in those cases where the Guidelines outlined in paragraph 3 below are followed.

3. Award of Agency contracts and grants to educational institutions and related research institutes or individuals shall conform to the "Guidelines for Contracting with U. S. Educational Institutions and their Staff Members," transmitted by memorandum for the Director of Central Intelligence dated 21 June 1967. Contracting officers shall implement these "Guidelines" as follows:

a. Overt Contracts [REDACTED]

- (1) Such contracts require the approval of the Director of Logistics only. This approval shall be obtained: 25X1

WARNING NOTICE
SENSITIVE INTELLIGENCE SOURCES
AND METHODS INVOLVED

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[REDACTED]

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PROCUREMENT NOTE NO. 60

(a) Prior to the negotiation or award of any contract or task order with an educational institution.

(b) Prior to the extension or renewal of existing contracts or task orders with an educational institution.

(c) Prior to the award of any subcontract to an educational institution through a prime contract with the Agency.

(d) Prior to the award of any contract or subcontract to an educational institution through other Government agencies for the Central Intelligence Agency (CIA).

(2) The approval of the Director of Logistics shall be obtained by submission of a memorandum or by use of the form entitled "Report on Contracts and Grants with Academic Institutions and Related Research Institutes or Individuals."



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4. In the event a foreign educational institution becomes a potential contracting or subcontracting source the procedures cited in paragraph 3a or 3b above shall be applicable.

5. Contracting officers shall avoid writing contract clauses which in any way prohibit subcontracting with educational institutions. It is the responsibility of the contracting officer to apprise himself of potential subcontractors who are educational institutions and to apply the guidelines in paragraph 3a or 3b as appropriate.

6. In those cases where university professors establish commercial business organizations retaining close ties with their schools and in some instances utilizing the laboratories and equipment of the institution or where the contractor is located on the campus of the institution, the contracting officer shall coordinate carefully with Security Staff, Office of Logistics, and treat the company within the above guidelines where sound business judgment so dictates.

7. Contracting officers are requested to insure that all contracting personnel involved understand the following documents related to contracting with educational institutions which are attached to the Note:

a. Statement by the President dated 29 March 1967 releasing the Katzenbach Report.

b. Guidelines for Contracting with U. S. Educational Institutions dated 21 June 1967.

c. Report on Contracts and Grants with Academic Institutions and Related Research Institutes or Individuals.

John F. Blake
Director of Logistics

Atts

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PROCUREMENT NOTE NO. 60

Distribution:

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